



A800 Addressing for Barcoding

Summary A800 describes the basic address standards and current ZIP+4 file matching when used with CASS-certified address matching software for automation-compatible mail.

1.0 ACCURACY

Basic Standards [6-12-03] To qualify for automation rates, addresses must be sufficiently complete to enable matching to the current USPS ZIP+4 Product when used with current CASS-certified address matching software. Standardized address elements are not required. Any barcode as defined in C840 that appears on a mailpiece claimed at an automation rate must be the correct barcode for the corresponding delivery address on the piece.

1.1

Numeric ZIP+4 A numeric ZIP+4 code must consist of five digits, a hyphen, and four digits.

1.2

Numeric DPBC A numeric equivalent of the delivery point barcode (DPBC) consists of five digits followed by a hyphen and seven digits as specified in C840. The numeric equivalent is formed by adding three digits directly after the ZIP+4 code.

1.3

2.0 [6-12-03] DEPTH OF CODE

Firm Name An address must include a firm name when necessary to obtain a match with the finest level of ZIP+4 code in the USPS ZIP+4 Product. If an address contains a firm name assigned a unique ZIP+4 code in the USPS ZIP+4 Product, the unique ZIP+4 code must be used. If the firm name is not one assigned a unique ZIP+4 code in the USPS ZIP+4 Product and the apartment/suite number is included in the address, the ZIP+4 code for the range in which the apartment/suite number appears must be used in that address. If the firm name does not correspond to a firm name that has a unique ZIP+4 code assigned in the USPS ZIP+4 Product and the apartment/suite number is not included in the address, the ZIP+4 code for the building must be used.

2.1

Elements Addresses must include the correct street number, predirectional, street name, suffix, and postdirectional that are input to obtain a match with the current USPS ZIP+4 Product.

2.2

Secondary Designator If a secondary address designator (e.g., an apartment number) is shown in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that secondary address as contained in the current USPS ZIP+4 Product. If a secondary address designator is required to obtain an exact match with the finest level of ZIP+4 code in the USPS ZIP+4 Product but the information is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the building must be used.

2.3

Rural and Highway Contract Routes If a rural route or highway contract route box number is included in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that box number as contained in the current USPS ZIP+4 Product. If a rural route or highway contract route box number is required to obtain a match with the finest level of ZIP+4 code but is not available, the alternative ZIP+4 code or ZIP+4 or

2.4



delivery point barcode for the rural route or highway contract route must be used. If used, the rural route or highway contract route box number must be placed on the line immediately above the city/state/ZIP Code line.

P.O. Box
2.5

A post office box address must contain a post office box number that can be exactly matched with the USPS ZIP+4 Product in effect.